THE POST

College/Service: Compliance, Governance and Risk – Health and Safety

Post: Health and Safety Advisor (Biological)

Reference No: P66502

Location: Based on the Exeter Streatham Campus with travel to Cornwall

Grade: Grade F (12 months fixed term)

Responsible to: Head of Health and Safety

Job Description

Here at the University of Exeter the Health and Safety Team aim to support students to learn and for staff to carry out high level research in the safest and most productive way possible. Students and staff are at the heart of the safety work we do and our aim is to continually improve safety provision for everyone.

This is a fantastic opportunity for an outstanding Health & Safety Advisor to provide quality, reliable and practical support to staff and managers. The post holder will have a significant role in leading auditing with a strong focus on supporting Colleges and Professional Service to measure their performance in safety. The University has a devolved risk management structure and this post will ensure that Colleges and Professional Services have the standards, support, training and management systems available to them to enable them to be successful in these areas. The post holder will engage with staff at all levels, empower decision making and connect with managers to enable this.

The team are committed to providing a modern, fresh approach to health and safety management and the post holder will agree with us that “red tape burden” is not the way forward in successful safety management.

Main Purpose of the Role

- To provide first level professional support and advice to managers and staff across all areas of the University on day to day safety related issues. To lead as the responsible person for defined inspections, audits and projects, as required, to continually improve the provision of health and safety across the University.
- To provide comprehensive, professional Health and Safety Advise to empower managers and staff to carry out their defined safety duties to all those under their remit. This is to enable all managers and staff to provide assurance to the University Senior Managers and Council that staff and aware of the risks, these are being managed and there is a good culture around safety.
Main duties and accountabilities

Policies and Safety Standards

- Delivering health and safety advice and lead on specific topic areas including Genetically Modified Organisms, Category 2/3 laboratory design and management, CoSHH, HTA, Laboratory Safety, Carriage of Dangerous Goods.
- Develop all relevant Scientific Safety Standards taking into account all relevant legislation and approved industry/national HE guidelines and best practices
- Ensuring Safety Standards are fully tested, consulted upon and approved via the University Health and safety committee.
- To carry out and review safety topics, identify areas for improvement and develop action plans to shape the delivery of compliance in these areas
- To act as lead in multiple health and safety topic areas and lead, develop and implement safety standards
- Working with staff across the organisation, develop, test and implement safety systems and tools
- To work with the Occupational Health Service, Colleges and Professional Services to understand where Health Surveillance is required and to ensure this programme is delivered

Implementation and Training

- To provide expert competent advice, support and training to staff and managers
- Support managers with highly complex risk assessments, advice on control measures and how to implement these to ensure the highest level of control is in place
- Working with other members of the Health and Safety Team to plan and deliver an annual programme of training and to coordinate this training across according to the University need
- Develop innovative, enjoyable and suitable training material and deliver this to relevant to groups and individuals
- Carry out any Health and Safety related task as a Health and Safety Advisor, at the request of the Head of Health and Safety
- keep yourself up to date with relevant legislation & guidelines

Audit and Improvement

- Assist managers in how to pro-actively manage safety risks
- Carry out audits of all Scientific Safety Standards in operation and deliver credible advice to laboratories and other areas that require support to achieve the highest level of safety compliance.
- Carry out audits/inspections of specific safety standards, laboratories and other relevant areas, generate reports and action plans which will include any recommendations for improvement and to report results of this back to relevant managers
- Write good quality reports, attend and present these key University/ College and Services committees as required
- Work closely with Senior College and Professional Service managers to ensure safety is managed effectively

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post holder may be required to undertake other duties of similar level and responsibility.
### Person Specification

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<th>Competency</th>
<th>Essential</th>
<th>Desirable</th>
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| **Attainments/Qualifications** | • Detailed knowledge of the health and safety legal requirements in the UK and the ability to apply this in practice  
  • NEBOSH General Certificate or equivalent NVQ or Health and Safety related bachelor’s degree  
  • Relevant degree level education or equivalent  
  • Biological Safety Qualification | • NEBOSH Diploma of equivalent or Master’s degree in a complementary subject  
  • Lead Auditors Qualification  
  • Training qualification |
| **Skills and Understanding** | • Demonstrable experience in implementing successful health and safety management systems across scientific areas  
  • Excellent skill in measuring performance and planning and carrying out audit  
  • Highly skilled in implementing health and safety law operationally in complex organisations  
  • Ability to establish credibility and a good working relationship with a wide range of internal and external stakeholder.  
  • Highly skilled negotiator with the ability to influence change at all levels.  
  • Excellent understanding of how to lead widespread improvement and change in health and safety topic areas  
  • A proactive approach to problem solving using creative and innovative thinking whilst retaining sound judgement and a strong sense of safety awareness.  
  • Excellent written and verbal skills in order to work with, provide advice to, train, and promote excellence in safety to staff & students at all levels  
  • Able to work within project deadlines, be able to organise and prioritise own work, ability to prioritise risks and tasks | • Demonstrable experience of implementing health and safety management systems that have worked to improve safety  
  • Experience of Quality Management Tools and use in safety management |
| **Prior Experience** | • Proven success in working as a health and safety advisor in a multi risk organisation  
  • Experience of carrying out complex audits, developing audit tools and presenting complex audit results | • Experience of accreditation to HS management systems such as HSG65 / ISO  
  • Internal course accreditation  
  • Developing on line courses |
| Experience of dealing with regulatory inspections, preparing evidence and supporting managers |
| Experience of developing a wide range of quality safety tools and templates such as specific risk assessment tools |
| Writing, implementing and measuring the effectiveness of health and safety policies |
| Developing Training Needs Analysis |
| Delivering excellent, enjoyable health and safety training |
| Developing courses and training which suit the needs of the organisation |
| Experience of giving good advice quickly and making good decisions |
| Advising managers on risk assessment |
| Experience of using data to improve information to managers |
| Excellent computer literacy enabling the effective use of the Microsoft suite of packages |

| Behavioural Characteristics | Solution focussed and resilient while retaining composure under pressure |
| Calm, confident and proactive |
| Highly self-motivated to work alone and as part of a team. Enthusiast and positive. Able to motivate others. |
| Initiative and willingness to lead |
| High level of interpersonal skills with an effective and flexible interpersonal style |
| Credible |
| Willingness to mentor others in the Safety team and contribute to team activities |
| Experience of developing staff in coaching or mentoring programs |

| Circumstances | At times this role is rarely desk-based. Travel across all sites, in Exeter and in Cornwall, will be required. |

**Informal Enquiries**
Before submitting an application you may wish to discuss the post further by contacting Mike Wetherell, Head of Health and Safety telephone (01392 726345) or email M.J.Wetherell@exeter.ac.uk.

**Terms & Conditions**
Our Terms and Conditions of Employment can be viewed here.

**Further Information**
Please see our website for further information on working at the University of Exeter.